**Fort Cherry School District Facilities Use Policy (adopted 3-3-16)**

1. The FCYFP President shall:
	1. Be the point of contact regarding all Fort Cherry School District (FCSD) facility scheduling and usage;
	2. Submit facility use requests to the FCSD Administrative Office Secretary;
	3. Schedule high school facility use through the FCSD Athletic Secretary;
	4. Schedule elementary facility use through the Fort Cherry Elementary Center (FCEC) Secretary;
	5. Provide FCSD Director of Maintenance with a copy of the master schedule of all softball practices and home games that utilize the FCSD softball field;
	6. Provide FCSD Director of Maintenance with a FCYFP Phone Number List that can be texted (including league president and all coaches);
	7. Notify all of the above of any cancellation of facility use with at least 48 hours’ notice or in case of a rainout, with as much notice as possible;
	8. Keep a record of facility usage to ensure proper billing, including keeping a log of dates scheduled but not used as these can be made up at no cost per FCSD policy;
	9. Review all bills from FCSD for accuracy, including rental fees and materials, before submitting to the FCYFP Treasurer for payment,; and
	10. Ensure that all usage of FCSD facilities conforms to FCSD policy.
2. All FCYFP Coaches shall:
	1. Schedule, cancel, or reschedule any facility use through the FCYFP President;
	2. Be responsible for contacting FCSD Director of Maintenance to discuss any scheduled softball field usage at least 24 hours in advance of usage, as the Director of Maintenance is responsible for preparing the softball field for use, excluding lining of the field.
	3. Notify the FCYFP President and FCSD Director of Maintenance of any cancellations of practices and games with at least 48 hours’ notice or in case of a rainout, with as much notice as possible;
	4. Hand drag the field as needed, no motorized dragging is allowed;
	5. Line the field for games;
	6. Fill in the batter’s box and pitching mound holes after EVERY practice and game;
	7. Ensure that all usage of FCSD facilities conforms to FCSD policy.
3. The FCSD Director of Maintenance shall:
	1. Prepare the softball field when the field is scheduled for usage per FCSD policy;
	2. Apply school-purchased field dry as needed and is reasonable to bring the field up to a playable condition, charging back the cost of materials to FCYFP;
	3. Have the final say as to whether the field is playable and shall call cancellations as needed to protect the field from damage by texting all numbers on FCYFP Phone Number List; and
	4. Discuss any problems with field usage with the FCYFP President in an effort to seek resolution before escalating to FCSD administration.